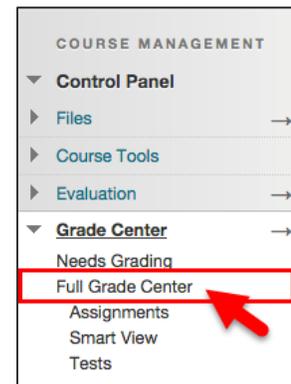


CREATE A COLUMN IN THE GRADE CENTER

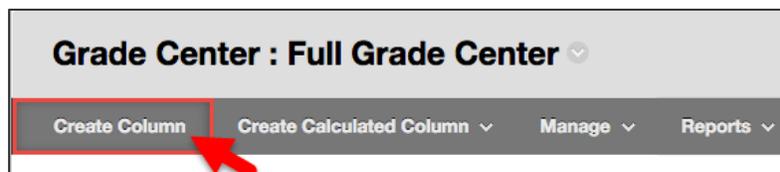
HOW-TO GUIDE

This guide will show you how to create a grade column in the Connect Grade Center. The Grade Center is a powerful dashboard for all the graded activities in your course. You can categorize and manage the marks associate with assignments and assessments. Grade Columns representing graded activities can easily be created and added to the running total in the Full Grade Center. These columns are especially useful to account for graded items such as Participation, which are not submitted to an Assignments Dropbox. To create a Grade Column in the Grade Center, simply follow these steps:

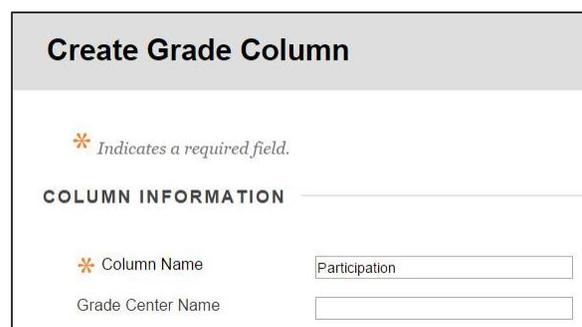
1. **Access the Full Grade Center.** In your course, expand the Control Panel at the bottom of your left-hand course menu. From there, select Grade Center, and click on Full Grade Center.



2. **Create Column.** Within the Action Bar at the top of the page, click Create Column.



3. **Provide a Column name.** From within the Create Grade Column page, type a Column name e.g. Participation, and a Grade Center Display Name if desired. The Grade Center Display Name will appear as the column header in the Grade Center and can be used to abbreviate longer names.

A screenshot of the 'Create Grade Column' form. The form has a title 'Create Grade Column' and a subtitle '* Indicates a required field.' Below the subtitle is a section titled 'COLUMN INFORMATION'. There are two input fields: 'Column Name' with the value 'Participation' and 'Grade Center Name' which is empty.

4. **Edit the Primary Display and Secondary Display options.**

The Primary Display option sets how grades will appear to students in My Grades and to instructors in the Grade Center.

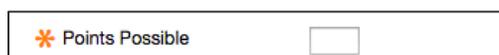
A screenshot of the 'Primary Display' and 'Secondary Display' options. The 'Primary Display' dropdown menu is set to 'Score' and the 'Secondary Display' dropdown menu is set to 'None'.

Options include score, percentage, complete/incomplete and more.

You also have a Secondary display option, to be used if you would like students' scores to appear in a different format next to the Primary Display in the Grade Center. The Secondary display is only visible to instructors within the Grade Center.

- Add a Category.** You have the option of sorting your Grade Column into a category by choosing a category from the drop-down options e.g. Discussions, Assignments. This makes weighing the category possible by using a Calculated Column.

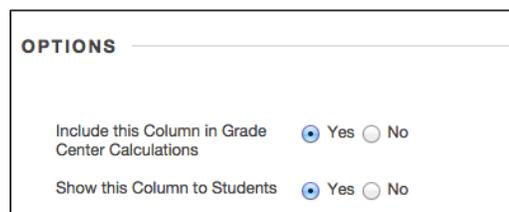
- Specify the Points Possible.** This is the maximum number of points a student can achieve on the assignment. The orange asterisk shows that this is a required field.



- Add a Rubric (Optional).** You can create a new rubric, assign an existing rubric, or edit an existing rubric.



- Adjust the Grade Column Options.** Choose whether you would like to add the column to Grade Center calculations, including the Total and the Weighted Total by checking Yes/No from the Options section.



To show/hide the column from students in My Grades, where they access their grades, check Yes/No.

- Click Submit to save your changes.**



You should now be able to see the newly created Grade Column at the far right of the Full Grade Center.

Student ID	Last Access	Availability	Paper 1	Discussion	Participation
	February 23, 2016	Available	2.00	--	--